

Washington County

Job Description



Title:	Substitute Transportation Driver	Code:	
Division:	Operations	Effective Date:	08/10
Department:	Council on Aging	Last Revised:	01/13

GENERAL PURPOSE

Operates multi-passenger vehicles as needed to provide transportation services to the aging and handicapped residents of Washington County.

SUPERVISION RECEIVED

Works under the close to general supervision of the Center Supervisor.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS

Drives large van on pre-scheduled routes to provide transportation to senior citizens and handicapped residents of the county.

Conducts vehicle pre-trip inspection; performs general routine maintenance as needed; fuels vehicles; checks oil, tires, battery; cleans vehicles as required; records information regarding mileage, fuel purchases, oil purchases and maintenance.

Operates wheel chair lift for non-ambulatory passengers; assists passengers into vehicles; assists all passengers for safe entry and exit of vehicle.

Records names of passengers and numbers of trips provided on a daily and weekly basis; maintains related customer and program service records in required computer programs.

Performs related duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from High School or a GED;

AND

B. Four (4) years experience in driving,

2. Required Knowledge, Skills, and Abilities:

Considerable knowledge of vehicle operation and safety regulations; **working knowledge** of basic automotive maintenance; of geographical regions serviced; of state highway and driving laws; **some knowledge** of the special needs of senior citizens and handicapped clients; **working knowledge** of excel spreadsheet and word computer programs.

Ability to establish effective working relationships with supervisors, co-workers, senior citizens and the handicapped; ability to exercise safety and precautionary measures while driving; ability to communicate effectively, verbally and in writing; ability to perform physically demanding tasks related to lifting.

3. Special Qualifications:

Must possess a valid Utah CDL License with a Passenger (P) endorsement and current medical card.

Must submit to and pass a criminal background check.

Must take and pass a pre-employment drug test.

4. Work Environment:

Tasks require variety of physical activities, generally involving muscular and sensory strain, such as stooping, sitting, reaching, talking, hearing and seeing. Common eye, hand, finger, leg and foot dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and some creative problem solving. Rapid response motor skills are required in the operation of multi passenger vehicles. Continuous travel required in the normal course of job performance.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.